

MPR 1280.1

REVISION F

EFFECTIVE DATE: August 16, 2004

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MARSHALL PROCEDURAL REQUIREMENTS

DA01

MANAGEMENT REVIEW

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P01.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	3/6/00	Changed all references to MPG 1441.1 to MPG 1440.2.
Revision	B	4/10/00	Revised records retention in paragraph 4 in response to NQA Audit Report 00/35812/S04 observation #1.
Revision	C	3/28/01	Updated P.1, P.4, 1.3, 2.1, and 2.2. Renumbered section 3. Revised 3.1 and 3.2. Added new 3.3 and 3.4. Deleted old 3.2. Changes are to address new requirements in ISO 9001:2000 and to remove superfluous applicable document references. Revised flow diagram.
Revision	D	7/28/2003	Revised 3.2 and 3.3.1 to address assessment of the quality policy and quality objectives in response to NQA Audit Report 03/35812/SP-02/S11 observation #1.
Revision	E	5/26/2004	Changed the order of P.4 Applicable Documents and added MPG 7120.4 and MPG 8715.1; changed "NPG" to "NPR" in P.4.a. and section 4; added a reference to the PMC in 3.2.c; added a reference to the MTM in 3.2.f.
Revision	F	8/16/2004	Changed MPG to MPR and "Marshall Procedures and Guidelines" to "Marshall Procedural Requirements" throughout document; revised text in sections 2, 3 and 4 to use "shall" to state requirements; updated font.

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PREFACE

P.1 PURPOSE

This Marshall Procedural Requirement (MPR) defines the management review process utilized at Marshall Space Flight Center (MSFC) to ensure the continuing suitability, adequacy, and effectiveness of the quality management system in satisfying the Center's quality policy and objectives and the requirements of MPD 1280.1, "Marshall Management Manual."

P.2 APPLICABILITY

This MPR applies only to management reviews of the MSFC Quality Management System.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. NPR 1441.1, "NASA Records Retention Schedules"
- b. MPD 1150.1, "Establishment of Councils, Boards, and Committees," Charter Number MC-02
- c. MPD 1280.1, "Marshall Management Manual"
- d. MPR 7120.4, "MSFC Program Management Council (PMC) Process"
- e. MPR 8715.1, "Marshall Safety, Health, and Environmental (SHE) Program"

P.5 REFERENCES

None

P.6 CANCELLATION

MPG 1280.1E dated May 26, 2004

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Quality. Totality of characteristics of an entity that bears on its ability to satisfy stated and implied needs.

1.2 Quality policy. Overall intentions and direction of an organization with regard to quality, as formally expressed by top management.

1.3 Quality management system. Management system to direct and control an organization with regard to its requirements.

2. RESPONSIBILITIES

2.1 Management Representative. The Management Representative shall be responsible for scheduling management reviews, publishing the agenda for the meeting, and reporting on the overall status of the MSFC Quality Management System and any need for improvement to the MSFC Quality Council.

2.2 MSFC Quality Council. The Quality Council shall be responsible for assessing the continuing suitability, adequacy, and effectiveness of the MSFC Quality Management System in satisfying the Center's quality policy and objectives, as well as the requirements of MPD 1280.1, "Marshall Management Manual." The Quality Council shall render decisions, assign actions, and track those actions to closure. Membership and operation of the Quality Council is defined in MPD 1150.1, "Establishment of Councils, Boards, and Committees," Charter Number MC-02.

3. PROCEDURE

<u>Actionee</u>		<u>Action</u>
MSFC Quality Council	3.1	Shall conduct management reviews twice annually, as a minimum, to ensure the continuing suitability, adequacy and effectiveness of the MSFC Quality Management System in satisfying the Center's quality policy and objectives specified in MPD 1280.1, "Marshall Management Manual."
Management Representative	3.2	Shall report the overall status of the quality management system to the Quality Council. Data provided includes information on: <ul style="list-style-type: none"> a. Results of audits; b. Customer feedback; c. Process performance and product conformity (Includes a status of the MSFC Program Management Council (PMC) meetings and monthly programs, projects, and

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activities health status reports, which are conducted in accordance with MPR 7120.4);

- d. Status of preventive and corrective actions;
- e. Follow-up actions from previous Management Reviews;
- f. Performance against quality objectives (Includes a status of the Marshall Team Meetings (MTM) at which safety, health, and environmental metrics are discussed. See MPR 8715.1);
- g. Changes that could affect the quality management system;
- h. Recommendations for improvement; and,
- i. Any other quality management system issues.

MSFC Quality Council	3.3	Shall discuss issues, render decisions, and assign actions.
	3.3.1	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> a. improvement of the effectiveness of the quality management system and its processes, b. improvement of products related to customer requirements, c. resource needs, d. changes to the quality objectives, and e. changes to the quality policy.
Management Representative	3.4	Shall ensure management review meeting results are communicated as appropriate, and that minutes of the meeting are available to the Center.

4. RECORDS

The agenda and minutes shall be maintained on file, by date, by the Management Representative. The minutes shall include:

- 4.1 Attendance list
- 4.2 Quality Council observations, recommendations, conclusions
- 4.3 Action items assigned with responsible parties, due dates, and status of previously assigned actions
- 4.4 Materials presented
- 4.5 Decisions rendered

These records shall be maintained in the office of the Management Representative for 3 years and then retired in accordance with NPR 1441.1, Schedule 1/14B.1(a).

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5. FLOW DIAGRAM

